



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

ICAI Bhawan, A-29, Sector 62, Noida, 201309 Uttar Pradesh,



Sealed Quotations are Invited for Audio & Visual Setup and Installation for AI Innovation Summit 2026

Event	AI Innovation Summit – AIS 2026
Date	26th & 27th June 2026
Venue	Bharat Mandapam, New Delhi – 3rd Floor & Plenary Hall (Floor 3)
Delegates	3,500+
Website	https://ai.icai.org/ais2026
Last Date of Submission	Monday 8th June 2026, 3:00 PM
Issued by	AI Committee, The Institute of Chartered Accountants of India
Query	If any query mail us at ai@icai.in by 27 th May 2026.
Event Name	AI Innovation Summit – AIS 2026
Conference Dates	26th June 2026 (Day 1) & 27th June 2026 (Day 2)
Mounting / Setup	Plenary hall 26th June 2026 (12:05 AM – 8: 30 PM) — 8:30 Hours Multipurpose Hall is available on 25 th May 2026, bidder may use the same for Storage/Assembling. Area, if required.
Dismantling	27th June 2026 (6:00 PM Onwards – 11:55 PM)
Venue	Bharat Mandapam, New Delhi
Halls	Plenary Hall (Floor 3)
Event Website	https://ai.icai.org/ais2026

1. ABOUT THE EVENT

The AI Committee of The Institute of Chartered Accountants of India (ICAI) is organising a 2-Day AI Innovation Summit – AIS 2026 on 26th & 27th June 2026 at Bharat Mandapam, New Delhi. The conference will be held across the Plenary Hall (Floor 3) and the Multipurpose Hall (4,884 sq. metres, 3rd Floor, Convention Centre).

ICAI invites sealed quotations from experienced Audio-Visual vendors to provide comprehensive AV Setup and Installation Services for the event. Vendors are requested to carefully review the technical requirements set out in this document and submit a comprehensive, itemised proposal.

2. ELIGIBILITY CRITERIA

Only agencies fulfilling ALL the following conditions are eligible to participate:

1. The agency must have a minimum of 2 years of experience in handling AV Events / Exhibition Events.
2. The Agency shall have Minimum 10 Employees.
3. The agency must have successfully executed at least 1 event at Bharat Mandapam, New Delhi, and should be authorised to operate at the venue.
4. The agency must have a minimum annual turnover of INR 5 Lakh Turnover during the last financial year.
5. The agency must be based in Delhi NCR and should have an operational office in the region.
6. It is advisable that the Agency shall possess its own high-quality working equipment.

3. TENDER FEE

A non-refundable Tender Fee of ₹1,180 (inclusive of GST) is payable via Demand Draft / Pay Order from a Public Sector or Scheduled Commercial Bank.

Payable to: "The Secretary, The Institute of Chartered Accountants of India"

Payable at: New Delhi

The Demand Draft / Pay Order must be submitted along with the bid. The instrument should NOT be dated prior to the date of publication of this tender notice.

4. BID SUBMISSION

4.1 Last Date & Time of Submission

Last Date of Submission	8th June 2026, 3:00 PM
Mode	Registered Post / Speed Post / Drop in Tender Box

4.2 Submission Address

Secretary, AI Committee

The Institute of Chartered Accountants of India, ICAI Bhawan, A-29, 5th Floor, Hostel Block, Sector-62, Noida – 201309, India

4.3 Mode of Bid Submission

Bids must be submitted in TWO separate sealed envelopes placed inside ONE outer envelope, as follows:

Envelope	Contents	Marking
Envelope 1 (Inner)	Technical Bid — Form A (on letter head) + all supporting documents + Tender Fee DD	<i>"TECHNICAL BID — AV Tender AIS 2026"</i>
Envelope 2 (Inner)	Financial Bid — Form B (Pricing for all scopes B, C, D & E) on letter head	<i>"FINANCIAL BID — AV Tender AIS 2026"</i>
Outer Envelope	Both inner envelopes	<i>"Sealed Quotations are Invited for Audio & Visual Setup and Installation for AI Innovation Summit 2026"</i>

5. EVALUATION PROCESS (QCBS METHOD)

The evaluation will be carried out using the Quality and Cost Based Selection (QCBS) method with the following weightage:

Component	Weightage
Technical Score (Ts)	60%
Financial Score (Fs)	40%
Combined Score Formula	Combined Score = 60% × Ts + 40% × Fs

5.1 Two-Phase Evaluation

Phase 1 — Technical Evaluation: Verification of eligibility criteria and evaluation of technical parameters. Technical Bid will be assigned a score (Ts) out of a maximum of 100 points.

Phase 2 — Financial Evaluation: Financial bids shall be opened only for technically eligible bidders, in the presence of their authorised representatives. ICAI shall notify the date, place, and time of financial bid opening on the ICAI Website.

5.2 Financial Scoring Formula

The bidder quoting the lowest price is assigned a Financial Score of 100. Other bidders are scored relative to the lowest quote using the formula below:

$$F_s = 100 \times F_l \div F$$

F_s	Financial score of the bid being evaluated
F_l	Price of the lowest priced Financial Proposal
F	Quoted price of the Financial Proposal under consideration

5.3 Final Combined Score

$$\text{Combined Score} = (60\% \times T_s) + (40\% \times F_s)$$

The Bidder with the highest Combined Score shall be declared the Selected Bidder.

6. TECHNICAL SCORING CRITERIA

Technical Bid will be evaluated on the following parameters (Maximum 100 Points):

S.No	Parameter	Criteria	Max Points
1	Years of Experience in AV Field & Events	2 Years > = — 10 Points 3 Years > = — 15 Points 5 Years > = — 20 Points	20
2	Number of Employees	10 > = — 10 Points 15 > = — 15 Points 20 > = — 20 Points	20
3	Annual Turnover of the Company	₹5 Lakh or more - 10 Points ₹10 Lakh or more-15 Points ₹20 Lakh or more -20 Points	20
4	Number of A/V Events Held at Bharat Mandapam	1 or more — 10 Points 2 or more — 15 Points 5 or more — 20 Points	20
5	Proof of Concept (POC)	Presentation covering Scope Understanding, Company Profile, Project Plan, Team Profile, etc. to be Presented On 8 th June 2026 (5 PM to 6 PM)	20
TOTAL TECHNICAL SCORE			100

Note: POC – Bidder shall be score minimum 50% in the POC for the eligibility to avail tender. Bidders must present their presentation covering Company profile, project plan & team profile on 8th of June 2026 at 5 PM to 6 PM on online meeting.

<https://icai-org.zoom.us/j/9885200030>

7. TECHNICAL REQUIREMENTS AT A GLANCE

The Service Provider shall be responsible for making all audio-visual (A/V) and lighting arrangements in the Plenary Hall. In addition, the Service Provider shall provide video and sound output connectivity to the in-house console of Bharat Mandapam for displaying the A/V output on the two side displays in the Plenary Hall and the four displays in the Multipurpose Hall. Further, the Service Provider shall also provide the requisite A/V output feed for webcast and media purposes.

AV & Technical Requirements

1. Plenary Hall (Floor 3)

- AV console setup inside hall with simultaneous output sharing to webcast and media teams for live broadcast and recording backup.
- Provide 2 live camera feeds with video mixer connected to 2 in-hall displays through venue console.
- Video and Sound Output to Inhouse Console for Audio connectivity to venue's in-built speaker system through venue console, including all required cabling and routing.
- Vendors to provide cameras, cabling, signal management, and AV integration.
- Centre LED screen approx. 60 ft × 14 ft (or alternate suitable size), P2.65 high-resolution LED with raiser.
- Vendors may suggest alternate configurations/specifications.
- Digital audio mixer, line array speakers, wireless lapel mics, handheld mics, podium mics, and stage monitors.
- Backup microphones and wireless frequency coordination required.
- Lighting: Vendor to inspect venue and recommend additional stage/profile/par lighting required for webcast and recording quality.
- Additional lighting to be quoted separately.
- Power Backup: DG set/UPS backup for all AV equipment ensuring zero downtime during sessions, webcast, and recording.
- **Stage & Technical Support:** Stage setup, truss/rigging (if required), and complete on-site technical crew support for setup, live operations, and dismantling.

Important Note

Bharat Mandapam already has an existing venue console, built-in speakers, and display systems. Vendors are required to provide complete audio/video connectivity and integration from their setup to the venue console for:

- 2 displays in Plenary Hall
- 4 displays in Multipurpose Hall
- Venue in-built speaker systems.

FORM A — TECHNICAL BID*(To be submitted on the Bidder's Official Letter Head)*

All fields must be filled completely. Supporting documents must be attached and page numbers indicated. Incomplete bids are liable to be rejected.

S. No	Information Required	Information Filled by Bidder	Attachments & Page No.
1	Name, Address, Mobile, Landline, Email and other contact details of the Bidder		
2	Name and Address of Directors / Proprietor / Partners / Authorised Person		
3	GST Number, PAN and Bank Account Details		<i>GST Certificate, PAN Card & Cancelled Cheque</i>
4	Tender Fee Payment Details (Demand Draft / Pay Order details)		<i>DD / Pay Order copy</i>
5	Proof of at A/V Event setup successfully executed at Bharat Mandapam, New Delhi, and authorisation to operate at the venue. (Minimum 2 A/V Events required), attach all PO for Technical Scoring		<i>Purchase Order / Work Order copy</i>
7	Proof of Delhi NCR registration / base of operations		<i>GST / Registration Certificate</i>
8	Total Average Turnover of last 3 years (Minimum 2 Crore)		<i>CA Certificate and Balance sheet</i>
9	Years of experience in AV / events field (Minimum 5 Years)		<i>Supporting documents Incorporation Certificate</i>
10	Total number of employees (Minimum 20 Employees)		<i>HR / payroll declaration on letterhead</i>

Declaration by Authorised Signatory

I / We hereby certify that the information furnished above is true and correct to the best of my / our knowledge and belief. I / We understand that any false information may result in disqualification of the bid.

Name, Designation

Signature Date and Seal

FORM B — FINANCIAL BID*(To be submitted on the Bidder's Official Letter Head)***Price quoted below shall be applicable for 2 Days (26th & 27th June 2026)**

S. No	Description / Particulars	Rate Per Unit (excluding GST for 2 Days)	Qty	Total Amount (Excl. GST) ₹
1	Centre LED Screen – P2.65, approx. 60 ft × 14 ft		01	₹
2	Riser for LED Wall 60x14 x 5 Feet with back Scaffolding		01	₹
3	HDMI Splitter – Black Magic		02	₹
4	4K Switcher with DVI & SDI Output		02	₹
5	Plasma Monitor 55" (Head Table)		02	₹
6	Laptop Core i7 12th Gen – 16GB RAM, 1TB HDD		03	₹
7	DSAN Cue Light / Presenter Mouse		01	₹
8	Digital Mixer (Professional)		01	₹
9	Podium Microphone – Shure (Gooseneck)		04	₹
10	Cordless Handheld Microphone – Shure Digital		06	₹
11	Cordless Collar / Lapel Microphone – Shure Digital		03	₹
12	Headset Microphone		02	₹
13	Press DI Box		02	₹
14	LED Parcans – House Light (Cold White)		18	₹
15	LED Parcans – RGB Colour		08	₹
16	Profile Spotlight		04	₹
17	Avollite Controller – LED Light Control Console		01	₹
18	T-Truss for LED Lighting		02	₹
19	Full HD Multi-Camera Setup – 02 HD Cameras + HD Video Mixer + Editing + Professional Crew		01 Set	₹
20	Still Photography (Professional)		02	₹

S. No	Description / Particulars	Rate Per Unit (excluding GST for 2 Days)	Qty	Total Amount (Excl. GST) ₹
21	UPS 3 KVA (For Console)		02	₹
22	Genset 125 KVA Silent (8 hrs operation per day) – For LED Wall		01	₹
23	LED Video Wall Controller / Video Processor		01	₹
24	Integration of Existing 2 Built-in Hall Displays (or Additional Screens if integration not feasible)		02	₹
25	HDMI / SDI Signal Distribution Amplifier & Cabling		01 Set	₹
26	Professional Digital Audio Mixer / Console		01	₹
27	Line Array Speaker System – Main PA + Fill Speakers		01 Set	₹
28	Cordless Handheld Microphone (Wireless)		04	₹
29	Cordless Collar / Lapel Microphone (Wireless)		04	₹
30	Podium / Gooseneck Microphone		02	₹
31	Stage Monitor Speakers		04	₹
32	UPS / Power Backup for All AV Equipment (Full 2-Day Coverage)		01 Set	₹
33	LED Display Screen 32" – with Stand & Cabling		01	₹
34	LED Display Screen 43" – with Stand & Cabling		01	₹
35	LED Display Screen 55" – with Stand & Cabling		01	₹
36	LED Display Screen 65" – with Stand & Cabling		01	₹
37	Media Player / Playback Device		01	₹
38	Portable Audio Speaker with Microphone (Stall)		01 Set	₹
39	Transportation Charges (Loading, Unloading, Site Delivery & Return)		01	₹

S. No	Description / Particulars	Rate Per Unit (excluding GST for 2 Days)	Qty	Total Amount (Excl. GST) ₹
40	Additional Rate for Per Sq Feet Printing of Hoardings including Installation and Setup in Plenary Hall and other places. Total Print Hoarding for venue, Speakers, Sponsors Directions etc		500	
	Total (1 to 40) FOR Financial Score			

Other Optional items

S. No	Description / Particulars	Rate Per Unit (excluding GST for 2 Days)	Qty	Total Amount (Excl. GST) ₹
1	Flower Decorations in Plenary Hall		01	₹
2	Podium Branding - Three Sided		02	
3	VIP Chairs for Dias		10	
4	Tables for Dias		10	
5	Light: Sharpy		01	
6	Moving head wash		01	
7	Support Manpower		01	
8				
9				
10				

Notes:

- All prices are per unit per day unless otherwise specified. 18 % GST Charges shall be paid Extra.Final payment will be based on actual items delivered and installed on a pro-rata basis. If any additional or less quantity used shall be billed accordingly.
- Quoted price shall be all inclusive. No additional Payment shall be payable apart from quoted price.

Declaration by Authorised Signatory

I / We hereby declare that the prices quoted above are inclusive of all charges (labour, installation, dismantling) and exclusive of GST. The prices are valid for 26th & 27th June 2026 (including setup on 25th June 2026).

Signature: _____

Name: _____

Date: _____

Designation: _____

Company Seal: _____